

**DEPARTMENT OF CONSUMER AFFAIRS  
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

**SPECIFIC LANGUAGE**

The Department of Consumer Affairs, Bureau of Security and Investigative Services, is hereby amending a regulation in Division 7 of Title 16 of the California Code of Regulations, as follows:

**ARTICLE 9. SKILLS TRAINING COURSE FOR SECURITY GUARDS**

**§640. Private Security Services Fees.**

The fees prescribed by Section 7588 of the Private Security Services Act are as follows:

- (a) The application and examination fee for an original license for a private patrol operator shall be five hundred dollars (\$500).
- (b) The application fee for an original branch office certificate for a private patrol operator shall be two hundred fifty dollars (\$250).
- (c) The fee for an original license for a private patrol operator shall be seven hundred dollars (\$700).
- (d) The renewal fee is as follows:
  - (1) For a license as a private patrol operator, the fee shall be seven hundred dollars (\$700).
  - (2) For a combination license as a private investigator under Chapter 11.3 (commencing with Section 7512) and private patrol operator, AC or DC prefix, the fee shall be six hundred dollars (\$600).
  - (3) For a branch office certificate for a combination private investigator under Chapter 11.3 (commencing with Section 7512) and private patrol operator, the fee shall be forty dollars (\$40), and for a private patrol operator, the fee shall be seventy-five dollars (\$75).
- (e) The fee for reexamination of an applicant or his or her manager shall be forty dollars (\$40).
- (f) Registration fees are as follows:
  - (1) A registration fee for a security guard shall be ~~forty dollars (\$40)~~ fifty dollars (\$50).
  - (2) A security guard registration renewal fee shall be ~~thirty dollars (\$30)~~ thirty-five dollars (\$35).
- (g) Fees to carry out other provisions are as follows:
  - (1) A firearms qualification fee shall be eighty dollars (\$80).
  - (2) A firearms requalification fee shall be sixty dollars (\$60).
  - (3) An initial baton certification fee shall be fifty dollars (\$50).
  - (4) An application fee and renewal fee for certification as a firearms training facility or a baton training facility shall be five hundred dollars (\$500).
  - (5) An application fee and renewal fee for certification as a firearms training instructor or a baton training instructor shall be two hundred fifty dollars (\$250).

## NOTE

Authority cited: Section 7581, Business and Professions Code. Reference: Section 7588, Business and Professions Code.

## HISTORY

1. New section filed 7-1-2002; operative 7-1-2002 pursuant to Government Code section 11343.4 (Register 2002, No. 27).

### **§643. SKILLS TRAINING COURSE FOR SECURITY GUARDS**

(a) The course of skills training for registered security guards shall follow the standards prescribed by section 7583.6(b) of the Business and Professions Code. The attached Appendix sets forth the subjects that shall be taught and the maximum number of hours that shall be allowed towards meeting required training.

(b) For each course, or series of courses, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course. The certificate shall identify the course(s) taken, the number of hours of training provided, identification of the issuing entity, name of the individual and instructor and a date, and state that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for Security Guards. The certificate shall be serially numbered for tracking.

Note: Authority cited: Section 7581, Business and Professions Code. Reference: Sections 7583.6 and 7583.7, Business and Professions Code.

### **I. POWER TO ARREST COURSE OUTLINE**

The Power to Arrest Course consists of ~~eight (8)~~ four (4) hours of training ~~and the course will consist of lecture, discussions, exercises and role playing in addition to reading and completing the Department of Consumer Affairs' Power to Arrest Training Manual. Pursuant to Business and Professions Code Section 7583.7. (a) the following outline includes specific subjects that shall be taught in the recommended format. in both of the following two (2) subjects:~~

**A. Training** 8 hours

**A. Powers to Arrest** 4 hours

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code section 7583.7, including, ~~but not limited to~~ without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. ~~This will~~ The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and may include lecture, discussion, exercises and role-playing.

1. Overview of Power to Arrest Manual and subject matter.

2. Definition of arrest and discussion on the implications to the subject, the guard and the company.
3. Lecture/discussion on escalation and de-escalation techniques in the use of force, ~~including role playing and/or exercises.~~
4. ~~Exercises~~ Lecture/discussion in the use of restraint techniques and their implications.
5. Discussion of trespass laws and implications of enforcement, ~~including role playing in the proper application of trespass laws.~~
6. Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.

**B. Weapons of Mass Destruction (WMD) & Terrorism Awareness 4 hours**

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook and Facilitator Manual.

1. Introduction and overview of the training.
2. The Role of a Security Officer
3. The Nature of Terrorism.
4. Weapons of Mass Destruction.
5. Coordinating and Sharing of Critical Information

**II. MANDATORY COURSES OUTLINE OF COURSES**

Objective: To familiarize and instruct the individual ~~on~~ in basic skills and provide a common body of knowledge in the performance of security guard work. All courses shall include information and subject matter pertaining to the outline provided. Additionally, all courses shall include written material, lecture or exercises to assure that the individual comprehends the subject matter presented. Every newly licensed or employed security guard shall complete ~~Two~~ two of the mandatory courses ~~shall be completed~~ within the first thirty (30) days from the day the guard's registration card is issued (8 hours) or the day the guard begins employment. The remaining two mandatory courses each consisting of eight (8) hours of instruction, shall be completed within the first six (6) months from the day the guard registration card is issued (8 hours) or the day the guard begins employment as a security guard. Pursuant to Business and Professions Code Section 7583.6 (b) the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed ~~toward~~ for completion of the Mandatory Courses.

**A. Public Relations (Community & Customer) 4 hours**

1. Recognizing Gender & Racial Harassment & Discrimination
2. Respect:
  - Stereotyping
  - Attitude

3. Verbal Skills / Crisis Intervention
4. ~~Cultural Diversity~~ Introduction to Diversity
5. Substance Abuse & Mental Illness
6. Ethics & Professionalism
  - Appearance
  - Command Presence
  - Proper Conduct

**B. Observation & Documentation**

4 hours

1. Report Writing
2. English as a Second Language
3. Observation and Patrol Techniques
4. Asking Appropriate Questions
5. Observing Suspects / Suspicious Activity

**C. Communication and its Significance**

4 hours

1. Internal
  - Protocols Pursuant to Contract (Who to Contact & When)
  - Radio / Monitors
  - Other Technology
2. External
  - Emergency / First Responders
  - Medical Personnel
  - Police / Sheriff / Other Enforcement
  - City Services / Government Services

**D. Liability / Legal Aspects**

4 hours

1. Personal / Contractor / Employer
2. Criminal, Civil, Administrative
3. BSIS Code & Regulations
4. Role of a Security Guard

**III. ELECTIVE COURSES OUTLINES**

Objective: ~~to~~ To familiarize and instruct the individual ~~of~~ in basic employer requirements ~~in relating to~~ the performance of guard duties. Additionally, to provide the employer and the individual with the opportunity to select additional course work to improve the skills and knowledge of the individual. The listed courses should include a mixture of written materials, lecture and exercises. The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective training mandated by the Business and Professions Code section 7583.6. Every newly licensed security guard shall complete ~~A~~ a minimum of eight (8) hours of elective courses ~~shall be completed within the first thirty (30) days from the day the security guard's registration card is issued or the day the guard~~

begins employment. An additional eight (8) hours of elective courses shall be completed within the first six (6) months from the day the security guard's registration card is issued or the day the guard begins employment. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed ~~toward~~ for completion of the elective courses.

**A. Post Orders & Assignments** 4 Hrs. Maximum

1. Site Specific Training
2. Equipment
  - Monitoring
  - Communication
  - Alarms
  - Elevators, Etc.
3. Emergency Response Issues
4. Liability Implications
5. Lost / Found Articles

**B. ~~Company~~ Employer Policies / Orientation** 4 Hrs. Maximum

1. ~~Company~~ Employer Reports / Paperwork
2. Reporting Processes / Procedures
3. Tax Forms, Health Forms, Etc.
4. Uniforms
5. Work Schedules
6. Other Internal Policies, Processes or Procedures
7. Employer Use of Force Policy

**C. Evacuation Procedures** 2 Hrs. Maximum

1. Emergency Procedures Related to Life / Safety and Acts of Nature
2. Working Knowledge of Evacuation Routes
  - Stairs
  - Elevators
  - Doors
3. Power Outage
4. Specific Points of Contact

**D. Officer Safety** 4 Hrs. Maximum

1. Threat Assessment
2. Subject Contact
3. Safety Awareness
4. Blood Born Pathogens
5. Environmental ~~Issues~~ Hazardous Materials

- E. Arrests, Search & Seizure** 4 Hrs. Maximum  
(more advanced than PTA course)
1. PC 836, 837 & the Differences
  2. US Constitution & Amendments Impacting Guard Responsibilities
  3. Loss Prevention
  4. Merchant Law
  5. Use of Force
- F. Access Control** 2 Hrs. Maximum
1. Identification Procedures
  2. Electronic Use —~~Manual~~ /CCTV
  3. Non-electronic procedures
- G. Trespass** 4 Hrs. Maximum
1. Open Land
  2. Private Property
  3. Private Building
  4. Public Property
  5. Places of Public Accommodation/Public Access
- H. ~~Criminal~~ Laws, Codes, Regulations and Ordinances** 2 Hrs. Maximum
1. Specific to Post Assignment
- I. First Aid / CPR** 4 Hrs. Maximum
1. American Red Cross Courses
  2. American Heart Association Courses
  3. Automatic Defibrillator Devices (AED's)
- J. Handling Difficult People** 4 Hrs. Maximum
1. Communications
  2. Conflict Management
  3. Speaking Constructively
  4. Valuing Diversity
  5. Negotiating
  6. Verbal Diffusion
- K. Work Place Violence** 4 Hrs. Maximum
1. Detecting Unusual Behavior / Warning Signs
    - Worker to Worker
    - Client to Customer
    - ~~Boss~~ Supervisor to Subordinate
  2. Anger Management

	<ul style="list-style-type: none"> <li>3. Valuing Diversity</li> <li>4. Personal Security</li> <li>5. Reporting</li> </ul>	
<b>L.</b>	<b>Chemical Agents</b>	<b>8 <u>4</u> Hrs. Maximum</b>
	<ul style="list-style-type: none"> <li>1. Tear Gas Use and Effects</li> <li>2. Pepper Spray Use and Effects</li> <li>3. Air Borne Chemical Agents</li> <li>4. Water Borne Chemical Agents</li> </ul>	
<b>M.</b>	<b>Preserving the Incident Scene</b>	<b>4 Hrs. Maximum</b>
	<ul style="list-style-type: none"> <li>1. Identifying Evidence</li> <li>2. Care and Handling of Evidence</li> <li>3. Securing the Immediate Area</li> <li>4. Legal Issues to Evidence Tampering and/or Removal</li> <li>5. <u>Witness/Participant Identification</u></li> </ul>	
<b>N.</b>	<b>Crowd Control</b>	<b>4 Hrs. Maximum</b>
	<ul style="list-style-type: none"> <li>1. Controlling Boisterous Celebrations</li> <li>2. Handling Disputes</li> <li>3. Confronting Conflicts Constructively</li> <li>4. Planning for Civil Disobedience / Disturbances</li> <li>5. <u>Labor Actions, Disputes, Workplace Stoppages</u></li> </ul>	
<b>O.</b>	<b>Driver Safety</b>	<b>4 Hrs. Maximum</b>
	<ul style="list-style-type: none"> <li>1. Cars</li> <li>2. Bicycles</li> <li>3. Golf Carts</li> </ul>	
<b>P.</b>	<b>Supervision</b>	<b>4 Hrs. Maximum</b>
	<ul style="list-style-type: none"> <li>1. Roles and Responsibilities</li> <li>2. Legal Liability</li> </ul>	
<b>Q.</b>	<b>Courtroom Demeanor</b>	<b>4 Hrs. Maximum</b>
<b>R.</b>	<b>Parking / Traffic Control</b>	<b>2 Hrs. Maximum</b>
<b>S.</b>	<b>Radio Procedures</b>	<b>2 Hrs. Maximum</b>
<b>T.</b>	<b><u>BSIS's Certified Course in Firearms Training</u></b>	<b>8 Hrs Maximum</b>
<b>U.</b>	<b><u>BSIS's Certified Course in Baton Training</u></b>	<b>4 Hrs. Maximum</b>

<b>V.</b>	<b>School Security Guard Training</b>	8 Hrs. Maximum
	<u>(In compliance with Bureau developed Training Syllabus)</u>	
<b>W.</b>	<b>Introduction to Executive Protection</b>	4 Hrs. Maximum
<b>X.</b>	<b>Annual Firearms Requalification</b>	4 Hrs. Maximum
<b>Y.</b>	<b>Fire Safety Course</b>	4 Hrs. Maximum
<b>Z.</b>	<b>Course in the Use of a Stun Gun or Air Taser</b>	4 Hrs. Maximum

#### **IV. Continuing Education**

Objective: ~~†~~To provide additional or remedial instruction in private security subject matter. The continuing education requirement, of an additional 8 hours annually pursuant to Business and Professions Code Section 7583.6(f) (1), ~~commences~~ commenced on or after January 5, 2005. The annual training may be provided by an independent training entity or may be provided by the employer. Employer provided training ~~must~~ should be supported by ~~an annual employer~~ evaluation of the licensed guards' skills. The annual training may ~~be a repeat of a previous course(s) if the employer evaluation supports that the employee is deficient in the skills or capabilities,~~ or may ~~be~~ provide additional course(s) on ~~applicable~~ topics applicable to ~~within the private security profession work.~~ The Mandatory and Elective courses with 4 hour maximum time limitations for the initial Skills Training Course For Security Guards may be expanded in depth to 8 hour courses, with the exception of the WMD and Terrorism Awareness, to meet the annual training hours. Additionally, training in use of specific types of batons or a four (4) hour refresher course every other year may also be utilized to meet the continuing education requirements. For each course completed, the ~~institution~~ training entity or company providing the training shall issue a Certificate of Completion to the individual completing the course in compliance with the appearance requirements stated in Title 16, California Code of Regulations, section 643 (b).